

Beale, Dan

From: McKeeby, Paulo B. <PMcKeeby@reedsmith.com>
Sent: Tuesday, October 08, 2019 6:11 PM
Cc: Beale, Dan
Subject: FW: Bowling Green, OH ExecuTime Implementation - Implementation Timeline (revised w/new Go Live date)
Attachments: ExecuTime Implementation Timeline for Bowling Green_OH.xlsx



From: Harrison, Talia <Talia.Harrison@tylertech.com>
Sent: Friday, March 1, 2019 5:11 PM
To: Brian Bushong <BBushong@bgohio.org>
Cc: Greene, Suzanne <Suzanne.Greene@tylertech.com>; Ledbetter, Brian <Brian.Ledbetter@tylertech.com>
Subject: Bowling Green, OH ExecuTime Implementation - Implementation Timeline (revised w/new Go Live date)

Good afternoon Brian,

Suzi has advised me that changes to the implementation timeline are needed to allow more time for completion of the Power User checklist. Below, I've mapped out the remainder of training based on where you all are with configuration and would like for you all to review internally. Currently, we are resource planning for the 2nd qtr of 2019, can't believe we are a month out already. Before approving the new timeline, please let me know if any further extensions are needed so that I can revise and send you a revised copy. One of my biggest tasks is to ensure projects are on time as well as on budget and so to prevent the need for additional implementation hours being requested we'll want to ensure we are mapping out a timeline that works for both Bowling Green and Tyler resources.

As of 02/19/19, the last time reports were generated against your billable time, I show 51.50 hours of implementation time remaining, please keep in mind these numbers do not include any time spent on your project after 02/19. If you have any questions or would like to schedule a call

to talk through the implementation timeline prior to approval, please let me know and we can get something on the calendar.

New timeline summarized before with old dates marked through and new dates in bold read, attached is also the full Implementation Timeline which includes information below. If all looks good and is acceptable for the Bowling Green team, please see bottom of this email for sign off requirement

Power User Refresher training Week of: 02/04/2019 - Complete

- **Signature milestone sign off** required on the Power User training will be due by ~~02/28/2019 (Once all configuration is complete including timecard mock up and testing, we will request sign off for PU training. Our goal is to have this sign off by 02/28)~~
- **Signature milestone (New Approval Date) – Due 03/15**
- End User/Supervisor training (please note ExecuTime adheres to the train the trainers approach so you'll want to consider this when selecting the pilot group of users, we would train them to be SMEs; (Subject Matter Experts). There will be two sessions scheduled for two hours each. Session one, End User training for the first hour, those users are dismissed and their supervisors would be taken through Supervisor Training. (ends users are users who do not manage other employees, the supervisors of these employees should attend the entire two hour session). There would be a session two scheduled on a different day, using the same format. Users attending these trainings are required to begin parallel entry in ExecuTime with pay period date 03/11/2019 03/25/2019

End user trainings to take place: Week of 03/04/2019 Week of 03/18/2019

- **Signature milestone** required confirming completion of user trainings will be due Week of ~~03/11/2019~~ **03/25/2019**
- Pilot group will begin the parallel 1st parallel testing where they will enter time using ExecuTime and your currently method during pay period ~~03/11/2019 – 03/24/2019~~ **03/25/19 – 04/07/19**
- Payroll Export Training, once the district has completed their real payroll **Payroll Export training due the later part of week 03/25/2019 04/08/19**
- **Signature milestone** for 1st parallel, Payroll Export training and the data exported will be due Week of ~~04/01/2019~~ **04/19/19**
- Pilot group will begin the 2nd parallel, parallel testing where they will enter time using ExecuTime and your currently method during pay period ~~03/25/2019 – 04/07/2019~~ **04/08/19 – 04/21/19**
- **Signature milestone** for 2nd Payroll Export test and the data exported will be due ~~04/15/2019~~ **04/19/19**
- We will use pay period ~~04/08/2019 – 04/21/2019~~ **04/22/19 – 5/05/19** as a break to ensure the pilot users have what they need and are prepared to Go Live ~~04/22/2019~~ **05/06/19** (Go Live means this pay period start date ~~04/22/2019~~ **05/06/19** would be the first period processed as live data for the PILOT GROUP at the end of the cycle^(e3))

Users are still expected to enter their time in ExecuTime during the 04/08/2019—04/21/2019 04/22/19 – 5/05/19 and this will be used for a 3rd & 4th export test if needed

Timeline Acceptance

- Attached Implementation Timeline>Milestone Acceptance (tab)>Project Plan Timeline Acceptances (section)>Highlighted area below

| PROJECT PLAN TIMELINE ACCEPTANCE | |
|---|---------------|
| TASKS COMPLETED | COMPLETED BY: |
| Project plan timelines are mutually accepted by Tyler and Client | Brian Bushong |
| Project plan timelines are mutually accepted by Tyler and Client (New Timeline) | Brian Bushong |
| Project plan timelines are mutually accepted by Tyler and Client (New Timeline) | Brian Bushong |

CLIENT PROJECT MANAGER SIGNATURE

Regards,

Talia

Talia Harrison
Sr. Project Manager
Tyler Technologies, Inc.

P: 800.772.2260 ext. 4840

www.tylertech.com



* * *

This E-mail, along with any attachments, is considered confidential and may well be legally privileged. If you have received it in error, you are on notice of its status. Please notify us immediately by reply e-mail and then delete this message from your system. Please do not copy it or use it for any purposes, or disclose its contents to any other person. Thank you for your cooperation.

Disclaimer Version RS.US.201.407.01

IMPLEMENTATION PROJECT PLAN

| PROJECT TASKS | | | | | | | IMPLEMENTATION PROJECT PLAN | | | | | | |
|---|-----------------|-----------------|---------------------|---------------------|---------------------|-----------------|-----------------------------|-------------------|-----------|---|--------------------------------|---|--|
| EXECUTIVE RESOURCES | | | CLIENT RESOURCES | | | TARGET DUE DATE | | ACTUAL COMPLETION | | ADDITIONAL NOTES | | | |
| Project Manager | Project Manager | Project Manager | Project Manager | Project Manager | Project Manager | 1/5/2018 | 1/5/2018 | 2/6/2018 | 2/6/2018 | See "Milestone Acceptance" tab | | | |
| Project Manager | Project Manager | Project Manager | Implementation Team | Implementation Team | Implementation Team | Remote Complete | 2/6/2018 | 2/6/2018 | 2/6/2018 | 2/6/2018 | See "Milestone Acceptance" tab | | |
| Project Manager | Project Manager | Project Manager | Implementation Team | Implementation Team | Implementation Team | Remote Complete | 2/12/2019 | 2/14/2019 | 2/12/2019 | 2/14/2019 | See "Milestone Acceptance" tab | | |
| Project Manager | Project Manager | Project Manager | Implementation Team | Implementation Team | Implementation Team | Remote Complete | 3/6/2018 | 3/6/2018 | 3/6/2018 | 3/6/2018 | See "Milestone Acceptance" tab | | |
| Project Manager | Project Manager | Project Manager | Implementation Team | Implementation Team | Implementation Team | Remote Complete | 3/12/2018 | 3/12/2018 | 3/12/2018 | 3/12/2018 | See "Milestone Acceptance" tab | | |
| Project Manager | Project Manager | Project Manager | Implementation Team | Implementation Team | Implementation Team | Remote Complete | 3/28/2018 | 3/28/2018 | 3/28/2018 | 3/28/2018 | See "Milestone Acceptance" tab | | |
| TIMEKEEPING DESIGN | | | | | | | IT Dept | NA | NA | NA | NA | See "Connectivity" tab-client will complete | |
| Completed VPN Document (if applicable) | | Project Manager | IT Dept | NA | NA | 3/6/2018 | 3/27/2018 | NA | NA | See "Connectivity" tab-client will complete | | | |
| Completed Connectivity Documentation | | Project Manager | IT Dept | NA | NA | NA | NA | NA | NA | See "Connectivity" tab-client will complete | | | |
| Test connectivity to Payroll Server | | Project Manager | IT Dept | NA | NA | NA | NA | NA | NA | See "Connectivity" tab-client will complete | | | |
| Test remote connectivity to client Server | | Technical Team | IT Dept | NA | NA | NA | NA | NA | NA | See "Connectivity" tab-client will complete | | | |
| Verify minimum hardware specs are met | | Project Manager | IT Dept | NA | NA | NA | NA | NA | NA | See "Connectivity" tab-client will complete | | | |
| Application server install | | Integration | IT Dept | NA | NA | NA | NA | NA | NA | See "Connectivity" tab-client will complete | | | |
| Dept. Employee Benefit Accrual Query | | Integration | IT Dept | NA | NA | NA | NA | NA | NA | See "Connectivity" tab-client will complete | | | |
| Dept. Employee Benefit Accrual Integration Programs | | Integration | IT Dept | NA | NA | NA | NA | NA | NA | See "Connectivity" tab-client will complete | | | |
| Project Costing Integration programs (if applicable) | | Integration | IT Dept | NA | NA | NA | NA | NA | NA | See "Connectivity" tab-client will complete | | | |
| *****Acceptance Milestone Sign Off (see Milestone Tab)*** | | Project Manager | IT Dept | NA | NA | NA | NA | NA | NA | See "Connectivity" tab-client will complete | | | |
| System integration Signoff & Acceptance | | Project Manager | IT Dept | NA | NA | NA | NA | NA | NA | See "Connectivity" tab-client will complete | | | |
| HARDWARE / INTEGRATION | | | | | | | Project Manager | NA | NA | NA | NA | See "Connectivity" tab-client will complete | |
| Send sample badge to Executive for testing | | Project Manager | Project Manager | NA | NA | NA | NA | NA | NA | NA | NA | See "Connectivity" tab-client will complete | |
| Determine badge id/vendor (if applicable) | | Project Manager | Project Manager | NA | NA | NA | NA | NA | NA | NA | NA | See "Connectivity" tab-client will complete | |
| Procure timeclock hardware | | Project Manager | IT Dept | NA | NA | NA | NA | NA | NA | NA | NA | See "Connectivity" tab-client will complete | |
| Ensure clock locations have network connectivity | | Project Manager | IT Dept | NA | NA | NA | NA | NA | NA | NA | NA | See "Connectivity" tab-client will complete | |
| Provide list of IP Addresses for Timeclocks | | Project Manager | IT Dept | NA | NA | NA | NA | NA | NA | NA | NA | See "Connectivity" tab-client will complete | |
| TIMECLOCKS | | | | | | | Project Manager | NA | NA | NA | NA | See "Connectivity" tab-client will complete | |
| Send sample badge to Executive for testing | | Project Manager | Project Manager | NA | NA | NA | NA | NA | NA | NA | NA | See "Connectivity" tab-client will complete | |
| Determine badge id/vendor (if applicable) | | Project Manager | Project Manager | NA | NA | NA | NA | NA | NA | NA | NA | See "Connectivity" tab-client will complete | |
| Procure timeclock hardware | | Project Manager | IT Dept | NA | NA | NA | NA | NA | NA | NA | NA | See "Connectivity" tab-client will complete | |
| Ensure clock locations have network connectivity | | Project Manager | IT Dept | NA | NA | NA | NA | NA | NA | NA | NA | See "Connectivity" tab-client will complete | |
| Provide list of IP Addresses for Timeclocks | | Project Manager | IT Dept | NA | NA | NA | NA | NA | NA | NA | NA | See "Connectivity" tab-client will complete | |
| TRAININGS AND CHECKLIST | | | | | | | Implementation Team | Remote | Complete | 8/31/2018 | 8/31/2018 | Training can take place any day this week; however, sign off on the Implementation Timeline as well as Integration is required prior to confirming this training with a GTM | |
| Power User Training | | Project Manager | Implementation Team | Remote | Complete | 10/8/2018 | 9/11/2018 | 9/11/2018 | 9/11/2018 | 9/11/2018 | 9/11/2018 | See "Go Live Checklist" tab | |
| *** Acceptance Milestone Sign Off (see Milestone Tab)*** | | Project Manager | Implementation Team | Remote | Complete | 10/8/2018 | 9/11/2018 | 9/11/2018 | 9/11/2018 | 9/11/2018 | 9/11/2018 | See "Go Live Checklist" tab | |
| Power User Checklist | | Project Manager | Implementation Team | Remote | Complete | 2/4/2019 | 2/4/2019 | 2/4/2019 | 2/4/2019 | 2/4/2019 | 2/4/2019 | See "Go Live Checklist" tab | |
| Power User Refreshers | | Project Manager | Implementation Team | Remote | Pending | 3/15/2019 | TBD | TBD | TBD | TBD | TBD | Trainings can take place any day the week of 03/04 | |
| Power User configuration complete | | Project Manager | Implementation Team | Remote | Pending | 3/16/2019 | TBD | TBD | TBD | TBD | TBD | Trainings can take place any day the week of 03/04 | |
| Production Go Live Planning | | Project Manager | Implementation Team | Remote | Complete | 2/4/2019 | 2/4/2019 | 2/4/2019 | 2/4/2019 | 2/4/2019 | 2/4/2019 | See "Go Live Checklist" tab | |
| Terminal Clock Configuration Training | | Project Manager | Implementation Team | Remote | Pending | 3/18/2019 | TBD | TBD | TBD | TBD | TBD | Trainings can happen any day this week once the city has completed their real payroll. | |
| End User Training - Timekeeping | | Project Manager | Implementation Team | Remote | Pending | 3/25/2019 | TBD | TBD | TBD | TBD | TBD | Trainings can happen any day this week once the city has completed their real payroll. | |
| Submit User Training - Timekeeping | | Project Manager | Implementation Team | Remote | Open | 4/8/2019 | TBD | TBD | TBD | TBD | TBD | Trainings can happen any day this week once the city has completed their real payroll. | |
| *****Acceptance Milestone Sign Off (see Milestone Tab)*** | | Payroll Team | Implementation Team | Remote | Open | 4/8/2019 | TBD | TBD | TBD | TBD | TBD | Trainings can happen any day this week once the city has completed their real payroll. | |
| Payroll Export Training | | Project Manager | Payroll Team | Remote | Open | 4/8/2019 | TBD | TBD | TBD | TBD | TBD | Trainings can happen any day this week once the city has completed their real payroll. | |

IMPLEMENTATION PROJECT PLAN

| | | PROJECT TASKS | | | | EXECUTIVE RESOURCES | | | | CLIENT RESOURCES | | | | TARGET DUE DATE | | ACTUAL COMPLETION | | ADDITIONAL NOTES | | |
|----------------------|--|--|-----------------|-----------------|-----------------|---------------------|-----------------|-----------------|-----------------|------------------|----------|--------|----------|-----------------|------------|-------------------|--|------------------|--------------------------------|--|
| | | | | | | | | | | | | | | | | | | | | |
| | | Project Manager | Project Manager | Project Manager | Project Manager | Project Manager | Project Manager | Project Manager | Project Manager | Remote | Open | Remote | Open | 4/19/2019 | TBD | | | | See "Milestone Acceptance" tab | |
| PAYOUT | | Payroll Export Integration Programs | Project Manager | N/A | N/A | Project Manager | Project Manager | Project Manager | Project Manager | Remote | Complete | Remote | Complete | 10/23/2018 | 10/18/2018 | | | | To be completed by Talla | |
| PILOT TESTING | | Identify Employees Who are in Pilot Group | Project Manager | Project Manager | Project Manager | Project Manager | Project Manager | Project Manager | Project Manager | Remote | Open | Remote | Open | 3/15/2019 | TBD | | | | See "Milestone Acceptance" tab | |
| | | Establish Pay Period Dates for the Pilot Test | | | | | | | | | | | | | | | | | | |
| | | Launch Pilot Testing #1 for One Full Pay Period | | | | | | | | | | | | | | | | | | |
| | | Client Sign Off on Pilot Test 1 | | | | | | | | | | | | | | | | | | |
| | | **** Acceptance Milestone Sign Off (see "Milestone Tab")**** | | | | | | | | | | | | | | | | | | |
| | | Launch Pilot Testing #2 for One Full Pay Period | | | | | | | | | | | | | | | | | | |
| | | Client Sign Off on Pilot Test 2 | | | | | | | | | | | | | | | | | | |
| DEPLOY | | Established Target Go Live Date | Project Manager | Project Manager | Project Manager | Project Manager | Project Manager | Project Manager | Project Manager | Remote | Open | Remote | Open | 5/6/2019 | TBD | | | | See "Milestone Acceptance" tab | |
| | | Executive in Production! | | | | | | | | | | | | | | | | | | |
| | | **** Acceptance Milestone Sign Off (see "Milestone Tab")**** | | | | | | | | | | | | | | | | | | |
| | | Introduction to Client Care Team | | | | | | | | | | | | | | | | | | |
| | | **** Acceptance Milestone Sign Off (see "Milestone Tab")**** | | | | | | | | | | | | | | | | | | |
| | | Project Closure / Project Sign Off | Project Manager | Project Manager | Project Manager | Project Manager | Project Manager | Project Manager | Project Manager | Remote | Open | Remote | Open | 5/15/2019 | TBD | | | | See "Milestone Acceptance" tab | |
| | | **** Acceptance Milestone Sign Off (see "Milestone Tab")**** | | | | | | | | | | | | | | | | | | |

* End of Project Plan Document *